B.   CLIENTS WHO MUST PARTICIPATE - E&T PARTICIPANTS AND ABAWDs

Effective September 1, 1998

WAC 388-444-0010 Clients who are required to register for work and must participate in FS E&T.

The following clients are nonexempt, must register for work and are required to participate in FS E&T:

(1)   Age sixteen through fifty-nine with dependents;

(2)   Age sixteen or seventeen, not attending secondary school and not the head-of-household;

(3)   Age fifty through fifty-nine with no dependents.

(4)   Age eighteen to fifty, able-bodied and with no dependents as provided in WAC 388-444-0030.

CLARIFYING INFORMATION

Counties Where FS E&T Services Are Provided For ABAWD And Non-ABAWD Participants

County	ABAWDs	Non-ABAWDS	County	ABAWDs	Non-ABAWDS
Asotin	X		Klickitat	X	
Benton	X		Lincoln	X	
Clark	X	X	Mason	X	X
Ferry	X		Pend Oreille	X	
Franklin	X		Snohomish	X	X
Garfield	X		Spokane	X	X
Island	X		Stevens	X	
King	X	X	Thurston	X	X
Kittitas	X		Whitman	X	

For information on participation requirements see Appendix I - FS E&T / ABAWD

Participation Requirement by Location.
WORKER RESPONSIBILITIES

Inform nonexempt clients that participation is required in at least one of the E&T activities.

For Non-ABAWD Participants:

1.   Refer clients to the Employment Security Department (ESD) for Job Search, or education. See the Jobs Automated System (JAS) PROCEDURES in this section for detailed instructions.

2.   Provide nonexempt clients with brochure "Need Help Finding a Job?" - DSHS 22-227(X)(Revised 3/00), to inform clients about program requirements and disqualification penalties.

For ABAWDS:

All ABAWDS, whether interested in participating in a work program or not, must be offered a work slot. A slot is **'offered'** when the case manager writes the time, date and location of the work slot on the FS E&T Plan, and gives this signed plan to the client. (Work slots are: Workfare - the first month being job search and the rest of the months volunteer work in the community, or Work Experience.

1.   Fill out the component screen using the 'RF' code. See JAS PROCEDURE in this section for detailed instructions.

2.   Provide nonexempt ABAWDs with the brochure Need Help Finding a JOB? - DSHS 22-226(X) (Revised 3/00).

3.   To refer a client to Workfare (unpaid work in the community), fill out the Workfare Activity Form 01-205(X), and code the component screen.   See JAS PROCEDURES in this section for details.

4.   To refer a client to a Work Experience (WEX) activity, fill out the 11-045(X) and code the component screen. See JAS PROCEDURES in this section for detailed instructions.

A slot is **'filled'** when a participant reports to a work or training site to begin his or her work activities.

JAS PROCEDURES

Use the following procedures to refer a client for services:

1.   On the 19 screen, search to see if the client information is in the system.

     a.   If the client information is not found in the system, add the client information by pressing the Client Add screen. (For detailed information on JAS go to htp://intra.dshs.wa.gov/esa/esaintra/wfdiv.htm).

     b.   **The Case Number** for clients receiving only food assistance shows a $ in the third character of the number. The $ distinguishes a food assistance client from a TANF client.

     c.   **Food stamp Type** (PF1 HELP) provides the codes for ABAWDs and non-ABAWDs. These codes determine what FS E&T Plan the client will receive.

2.   Enter the following information on the Client Demographics screen:

     a.   Date of the interview,

     b.   Highest education grade completed,

     c.   Year of the education grade completed,

     d.   Last twelve months worked – enter '**00**',

     e.   JOBS Status – enter '**NE**' unless it is a volunteer (PF1 HELP for codes),

3.   On the component screen enter:

     a.   Enter the '**RF**' (referral), '**WF**' (Workfare), or '**WE**' (Work Experience) code,

     b.   Enter the date you see the client to determine eligibility (Start Date),

     c.   Use the DSHS Worker ID of the person who will be responsible for the follow-up activities,

     d.   Enter the date of the next available ES Job Search workshop (Scheduled End Date).

4.   On the IRP screen (E&T Plan):

     a.   Provide transportation if needed for the client to begin participation.

     b.   Print the IRP and when the pop-up window appears, type the Date, Time and Location where the client must go to participate. This is proof that the client was offered the work slot.

     c.   <TRANSMIT> to print,

     d.   Have the client sign the E&T Plan.

     e.   Give a copy to the client and keep a signed copy in the file.